

CONTINUATION SHEET

1. RFQ MDA210-00-Q-0014 is hereby amended based on the following questions and answers:

Q.1 Request clarification for section 9.1.2. Should 9.1.2.2 read, "PART II, TECHNICAL" in keeping with the outline at the top of page 6? In addition, should 9.1.2.3 read, "PART III, PAST PERFORMANCE" and 9.1.2.4 read, "PART IV, PRICE?"

A.1 Section 9.1.2 is amended to read as follows:

9.1.2. To aid evaluation, written portions of the proposals shall be clearly and concisely written as well as being neat, indexed (and cross-indexed, as appropriate), and logically assembled. Proposals should be typed single-sided pages, no less than 12-point (pitch) type. All pages shall be appropriately numbered. Vendors are cautioned that while a professional submission is desired, excessive brochurmanship is neither preferred nor beneficial. Any cost/price information should be contained in PART IV - PRICE only. The desired format and contents of each of the required four (4) physically separated and detachable parts of the proposal are as follows:

9.1.2.1. PART I, GENERAL. At a minimum, this PART shall contain: (a) offeror's and partner's (if partnering) GSA Schedule Number (copy or brochure of schedule); and (b) name, address, and telephone number of offeror and Point of Contact. Any cover letters forwarding the proposal shall be contained in this PART only. There is no page limitation to this PART.

9.1.2.2 PART II, TECHNICAL APPROACH: At a minimum, this PART shall address the Contractor's understanding of and ability to perform the technical factors and sub-factors call out in paragraph 11.1 below. This PART is limited to 50 pages.

9.1.2.2. PART III, PAST PERFORMANCE. This PART will address the Contractor's understanding of this requirement and its ability to meet all of the past performance evaluation factors. This PART shall address the information as indicated in paragraph 11.2 below. Past performance information shall include recent and relevant contracts for the same or similar services and references (5 minimum) including contract numbers, points of contact and current telephone numbers. There is a 15-page limitation to this PART.

9.1.2.3. PART IV, PRICE. This PART shall address all the information as indicated in paragraph 11.3 below. There is no page limitation to this PART.

Q.2 Section 10 it states, "All required courses must be available under GSA schedule." Should we interpret this to mean that successful proposals must include all courses required in Appendix A? Or, should we interpret this to mean that all required courses must be available under the GSA schedule should the Government decide to issue multiple agreements to Contractor(s) holding GSA Schedule #69?

A.2 The second sentence in Section 10 is amended to read that all required courses must be available under the GSA schedule should the Government decide to issue multiple agreements to Contractor(s) holding GSA Schedule #69?

Q.3 In section 11.1.1 we request acknowledgement that your use of the word "consecutive" refers to classes conducted in sequence (one after the other) rather than concurrently or simultaneously.

A.3 In Section 11.1.1 "consecutive" is replaced by "concurrent".

Q. 4 Section 11.3.1 references page 17. Is there a page 17 or should this read page 16?

A.4 Concur. Section 11.3.1 is amended to read page 16.

Q.5 Section 11.3.2 states that the Government will provide training locations and training material. Please confirm that this means that the Government will provide a classroom facility, flip charts, overhead projector, screens, podiums and computers (when computers are needed). Please define training materials. We construe training materials to mean course texts, which are part of our proprietary off the shelf materials provided to each student.

A.5 Section 11.3.1 is amended to define training materials as classroom facility, flip charts, overhead projector, screens, podiums and computers (when computers are needed). The government will not be providing the actual course material to the students the contractor will have that responsibility.

Q.6 In section 3.3, the Government indicates cities in which the Government may request training. In order to provide a price quote for travel, we request the frequency for each course in each city per year.

A.6 Section 3.3 is amended to include that travel pricing is not required for this RFQ.

Q.7 In section 3.4, the Government indicates in the SOW that OCONUS travel may be required. Will the Government issue travel orders when OCONUS travel is requested in order to help reduce overseas travel costs by utilizing BOQ or other Government housing when available?

A.7 Section 3.4 is amended to stipulate BOQ and other Government housing shall not be available for the purpose of this RFQ.

Q.8 Please clarify what is meant by a “standard toolset and methodology” in section 3.5.

A.8 Section 3.5 is amended to specify that “standard toolset and methodology” is interpreted to mean: [presented in a standard format](#).

Q.9 In section 4.1, the SOW indicates that the Government POC will collect the evaluations. In order to ensure our ability to provide quality training, we request a copy of the evaluations sent back with the instructor. Will the Government make this copy available to the instructor prior to the instructor's departure from the class site?

A.9 Section 4.1 is amended to make it clear that copies of the evaluations will be made available to the instructors prior to departure from the class site.

Q.10 In section 4.2, the SOW indicates that the Government POC will collect the roster. In order to provide certificates of attendance and to comply with NASBA's requirement for issuing CPE's, we will need a copy of the roster/attendance sheet to be sent back with the instructor. Will the Government make this copy available to the instructor prior to his or her departure?

A.10 Section 4.2 is amended to make it clear that a copy of the class roster will be made available to the instructors prior to departure from the class site.

Q.11 Please clarify what is meant in 5.3 of the SOW by, “The Government will set up the classrooms.” We take this to mean that the classroom will have a table and chair for each student configured in a classroom style setup with the equipment requested in question 7 setup for the instructor's use.

A.11 Section 5.3 of the SOW is amended to clarify [that the classroom will have a table and chair for each student configured in a classroom style setup with the equipment requested in question 7 setup for the instructor's use](#).

Q.12 In section 12.1, the RFQ states that the contractor may submit an invoice after every class, however the Terms and Conditions require a summary invoice for the specific call monthly. These appear to be in conflict. Please clarify.

A.11 Section 12.1 is amended to say that the contractor may submit an invoice on a monthly bases, IAW the Terms and Conditions.